



WINDOWS 95 SHORTCUTS



You can find an exhaustive list of keyboard shortcuts on the World Wide Web at this URL:

<http://www.zdnet.com/pccomp/1001tips/windows.html>

A Comparison of Features: Mouse or Keyboard Quick Keys

Moving and resizing windows is accomplished much the same way that it was done in Windows 3.x. To perform these tasks, make sure that the window you wish to change is currently active and is not minimized or maximized.

Move a Window



Mouse

Move the mouse pointer to the title bar of the window. Hold down the left (primary) button and drag the pointer. As you drag your mouse, you will see a box move on your screen. When you have the box in the new location, release the button and the window will move to that location.



Keyboard

Press ALT-SPACE and then press M. Press the arrow keys for the direction you want to move the window. Press ENTER when you are finished.

Resize a Window



Mouse

Move the mouse pointer to the edge of the window that you want to resize. Hold down the left (primary) button and drag the pointer. As you drag the mouse, a box on the screen will either grow or shrink. When the box is the desired size, release the button and the windows size will change to the new size.



Keyboard

Press ALT-SPACE and then press S. Press the arrow key once in the direction of the border to be sized. Now use the arrow keys to shrink or enlarge the window. Press ENTER when you are finished.

Switching between Windows

You will often have many windows and/or programs open at the same time. Windows 95 allows you to quickly move back and forth between them.



Mouse

If you see part of the window on the desktop, you can just click on it. Otherwise, click on the program icon on the taskbar.



Keyboard

You can press ALT-ESC until the window you wish to work with comes to the top. You can also hold down the ALT key and press TAB to see a window of icons for open programs. Keep pressing the tab key until the one you wish to use is highlighted. Release the ALT key to switch to that window.

KEYBOARD SHORTCUTS

CTRL + ESC = Start Menu

CTRL + F4 = Close a Window

CTRL + Double Click = to open new folder and close parent

ALT + F4 = Quit a Program

ALT + TAB = Cool Switch

BACKSPACE = Up One Directory / Level / Window

EDITING KEY SHORTCUTS

CTRL + C = Copy

CTRL + X = Cut

CTRL + V = Past

CTRL + Z = Undo

CTRL + Y = Redo

CTRL + N = New

CTRL + O = Open

CTRL + P = Print

CTRL + S = Save

CTRL + F = Find

CTRL + A = All

CTRL + B = Bold

CTRL + U = Underline

CTRL + I = Italic

FUNCTION KEY SHORTCUTS

F1 = Help

F2 = Rename

F3 = Find

F4 =

F5 = Refresh

F6 = Taskbar

F7 =

F8 =

F9 =

F10 =

F11 =

F12 =

WINDOWS KEY SHORTCUTS

Win = Start Button

Win + E = Explorer

Win + F = Find

Win + M = Minimize All Windows

Shift + Win + M = Undo Minimize All Windows

Win + R = Run

Win + TAB = Cycles through Taskbar Buttons



Save Time with Windows 95 Keyboard Shortcuts



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GENERAL KEYBOARD SHORTCUTS

Get specific help on selected item = [F1]
Quit a program = [ALT][F4]
Close a window = [CTRL][F4]
View the Shortcut menu for selected item = [SHIFT][F10]
Display Start menu = [CTRL][ESC]
Switch to last window used = [ALT][TAB]
Cycle through open applications = [ALT][TAB], [ALT][TAB], [ALT][TAB]
Bypass CD or CD-ROM autoplay = [SHIFT] while inserting the disc
Select first item on menu bar = [F10]
Move through menu headings = [LEFT ARROW],[RIGHT ARROW]
Open a menu = [DOWN ARROW]
Move through menus = [UP ARROW],[DOWN ARROW]

Move to menu where X is underlined = [ALT]X
Close current menu selection = [ESC]
Cancel current selection on menu bar = [ALT] or [F10]
Open application's Control menu = [ALT][SPACEBAR]
Open document's Control menu = [ALT][-]
Close current document window = [CTRL][F4]
Switch to the next document window = [CTRL][F6]
Toggle maximized and windowed displays = [MOUSE R][MOUSE R] on title bar
Copy a file = [MOUSE R] drag the file, [C]
Create a shortcut = [CTRL][SHIFT] drag the file
Create a shortcut = [MOUSE R] drag an item, [S]
Delete an item = Drag to Recycle Bin
Delete an item to Recycle Bin = [DEL]
Undo delete = [MOUSE R] on desktop, [U]
Delete an item with no undelete = [SHIFT][DEL]
Delete an item with no undelete = [SHIFT][MOUSE R], [D]
Delete an item with no undelete = [SHIFT]drag item to Recycle Bin
Select first menu on menu bar = [ALT]
Add Toolbar to any Windows applet or folder = [ALT][V], [T]
Move forward through dialog box options = [TAB]
Move backward through dialog box options = [SHIFT][TAB]
Move between tabs = [CTRL][TAB]
Move to an option with the letter X underlined = [ALT]X
Open a list box = [ALT][DOWN ARROW]
Go to the top of a list box = [HOME]
Go to the bottom of a list box = [END]
Move to item in list box starting with X = X
Select or deselect items in a check box or list box = [SPACEBAR]
Select or deselect one item at a time in a list box = [SHIFT][UP ARROW]
Select or deselect one item at a time in a list box = [SHIFT][DOWN ARROW]
Make noncontiguous selections from list box = [CTRL][LEFT ARROW], [MOUSE L]

Open Look In list (Open dialog) = [F4]
Open Save In list (Save as dialog) = [F4]
Open folder a level up from current folder = [BACKSPACE]
Create a new folder = [MOUSE R], [W], [F]
Jump to a desktop item = Type initial characters
Rename an item = [F2]
Find a file or folder = [F3]
Cut selected item = [CTRL][X]
Copy selected item = [CTRL][C]
Paste copied or cut item = [CTRL][V]
View an item's Properties = [ALT][ENTER]
View an item's Properties = [ALT][MOUSE R][MOUSE R]
Create a shortcut = [MOUSE R]drag the file, [S]
Close parent folders = [SHIFT] click on the Close button
Correct displayed time = [MOUSE R] on [ALT][T], [UP ARROW], [DOWN ARROW][A],[TAB] to adjust, [ALT][A]
Line up icons = [MOUSE R], [E]
Turn on (or turn off) icons' autoarrange = [MOUSE R], [I], [A]
Minimize all windows = [MOUSE R] on Taskbar, [M]
Cascade all windows = [MOUSE R] on Taskbar, [C]
Tile all windows horizontally = [MOUSE R] on Taskbar, [H]
Tile all windows vertically = [MOUSE R] on Taskbar, [V]
Undo last Desktop command = [MOUSE R], [U]
Change the Desktop's properties = [MOUSE R] on desktop, [R]
Change background pattern = [MOUSE R] on desktop, [R], select option, [ALT][A]
Change wallpaper = [MOUSE R] on desktop, [R], [ALT][W], select option, [ALT][A]
Tile wallpaper = [MOUSE R] on desktop, [R], [ALT]T, [ALT][A]
Center wallpaper = [MOUSE R] on desktop, [R], [ALT]C, [ALT][A]
Change screen saver = [MOUSE R] on desktop, [R], [CTRL][TAB], [ALT][S]
Password-protect screen saver = [MOUSE R] on desktop, [R], [CTRL][TAB], [ALT][P]
Change password = [MOUSE R] on desktop, [R], [CTRL][TAB], [ALT][C]
Change screen saver setup = [MOUSE R] on desktop, [R], [CTRL][TAB], [ALT][T]
Preview screen saver = [MOUSE R] on desktop, [R], [CTRL][TAB], [ALT][V]
Change screen saver wait time = [MOUSE R]on desktop, [R], [CTRL][TAB], [ALT][W]

TASKBAR KEYBOARD SHORTCUTS

Hide Taskbar = [MOUSE R], [R], [U]
Restore hidden Taskbar = [MOUSE R], [R], [U]
Remove clock from Tray = [MOUSE R], [R], [C]
Cascade all windows = [MOUSE R] on Taskbar, [C]
Tile all windows horizontally = [MOUSE R] on Taskbar, [H]
Tile all windows vertically = [MOUSE R] on Taskbar, [V]
Undo last Desktop command = [MOUSE R], [U]
Reduce size of icons in Start menu = [MOUSE R] on Taskbar, [R], [S]
Clear contents of Documents menu = [MOUSE R] on Taskbar, [R], [CTRL][TAB], [C]
Add item to Start menu = [MOUSE R] on Taskbar, [R], [CTRL][TAB], [A], [ALT][B]

START MENU KEYBOARD SHORTCUTS

Activate Start menu = [CTRL][ESC]
Activate Start menu from Desktop = [CTRL][ESC]
Activate Start menu from Desktop = [ALT][S]
Add item to Start menu = [MOUSE R] on Taskbar, [R], [CTRL][TAB], [A], [ALT][B]
Remove items from Start menu = [MOUSE R] on Start button, O, P, [ENTER]
Reduce size of icons in Start menu = [MOUSE R] on Taskbar, [R], [S]
Clear contents of Documents menu = [MOUSE R] on Taskbar, [R], [CTRL][TAB], [C]
Bring up Find utility = [MOUSE R] on Start button, [F]

RECYCLE BIN KEYBOARD SHORTCUTS

Empty Recycle Bin = [MOUSE R], [B]
Cancel delete confirmation dialog box = [MOUSE R], [R], [D]
Reinstate delete confirmation dialog box = [MOUSE R], [R], [D]
Cancel undelete option for every deletion = [MOUSE R], [R], [R]

EXPLORER KEYBOARD SHORTCUTS

Open Explorer = [MOUSE R] on Start button, [E]
Refresh a window = [F5]
Go to a named folder = [CTRL][G], enter name
Jump to a folder = Type its initial character(s)
Undo = [CTRL][Z]
Select all = [CTRL][A]
Move one level up = [BACKSPACE]
Close selected folder and its parents = [SHIFT][L] on Close button
Rename an item = [F2]
Find a file or folder = [F3]
Cut selected item = [CTRL][X]
Copy selected item = [CTRL][C]
Paste copied or cut item = [CTRL][V]
Delete an item to Recycle Bin = [DEL]
Delete an item to Recycle Bin = [MOUSE R], [D]
Delete an item with no undelete = [SHIFT][DEL] or [SHIFT][MOUSE R], [D]
View an item's Properties = [ALT][ENTER]
View an item's Properties = [ALT][MOUSE R][MOUSE R]
Copy a file = [CTRL] drag the file
Create a shortcut = [CTRL][SHIFT] drag the file
Switch between left and right panes = [F6]
Expand current folder's subfolders = [*] on numeric keypad
Expand the selected folder = [+] on numeric keypad
Collapse the selected folder = [-] on numeric keypad
Expand current selection = [RIGHT ARROW]
Select first subfolder (if expanded) = [RIGHT ARROW]
Collapse current selection = [LEFT ARROW]
Select parent folder (if collapsed) = [LEFT ARROW]
Change icon size to small = [ALT][V], [M]
Change icon size to small = [MOUSE R], [V], [M]
Change icon size to large = [ALT][V], [G]

Change icon size to large = [MOUSE R], [V], [G]
Change icon view to a list = [ALT][V], [L]
Change icon view to a list = [MOUSE R], [V], [L]
Change icon view to a detailed list = [ALT]V, [D]
Change icon view to a detailed list = [MOUSE R], [V], [D]
Arrange icons in alphabetical order = [ALT]V, [I], [N]
Arrange icons in alphabetical order = [MOUSE R], [I], [N]
Arrange icons by size = [ALT][V], [I], [S]
Arrange icons by size = [MOUSE R], [I], [S]
Arrange icons by type = [ALT][V], [I], [T]
Arrange icons by type = [MOUSE R], [I], [T]
Arrange icons by modification date = [ALT][V], [I], [D]
Arrange icons by modification date = [MOUSE R], [I], [D]
Line up icons = [ALT]V, [I], [E]
Line up icons = [MOUSE R], [I], [E]
Add Toolbar to any Windows applet or folder = [ALT][V], [T]
Activate the Toolbar's List box = [TAB]
Activate the Toolbar's List box = [F4]

MANAGING FOLDERS KEYBOARD SHORTCUTS

Find a file or folder = [F3]
Cut selected item = [CTRL][X]
Copy selected item = [CTRL][C]
Paste copied or cut item = [CTRL][V]
Delete an item to Recycle Bin = [DEL]
Delete an item to Recycle Bin = [MOUSE R], [D]
Undo delete = [MOUSE R] on desktop, [U]
Delete an item with no undelete = [SHIFT][DEL]
View an item's Properties = [ALT][ENTER]
Copy a file = [CTRL] drag the file
Create a shortcut = [CTRL][SHIFT] drag the file

FONTS FOLDER KEYBOARD SHORTCUTS

Install a new font = [ALT][F], [I]
Hide font variations (bold, italic, etc.) = [ALT][V], [H]
List fonts by similarity = [ALT][V], [S]

PRINTERS FOLDER KEYBOARD SHORTCUTS

Pause print job on selected printer = [ALT][F], [A]
Pause print job on selected printer = [MOUSE R], [A]
Purge print job on selected printer = [ALT][F], [U]
Purge print job on selected printer = [MOUSE R], [U]
Set default printer = [ALT][F], [F]
Set default printer = [MOUSE R], [F]